

PERSONNEL COMMITTEE MEETING MINUTES  
JANUARY 28, 2015

PERSONNEL COMMITTEE MEMBERS PRESENT: O'Brien, LaPointe, Suprenant, Hicks

PERSONNEL COMMITTEE MEMBERS ABSENT: Brown

SUPERVISORS: Lindsay, Gang, Shaw, Idleman, Campbell, Pitts, Armstrong

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Moulthrop, Personnel Director

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – December 3, 2014
- 3) Consider Department Staffing Request
  1. Buildings & Grounds
    - a) Building Maintenance Helper – Backfill - Temporary
  2. Sheriff
    - a) Correction Officer – Backfill (2); New (4)
  3. DSS
    - a) Social Welfare Examiner - Backfill
  4. Treasurer
    - a) Principal Account Clerk - Backfill
- 4) Evaluation Schedule for Department Heads
- 5) Discuss County Administrator Position
- 6) Other Business
- 7) Adjournment

Chairman O'Brien called the meeting to order at 1:00 P.M.

A motion to accept the minutes of the December 3, 2014 meeting was moved by Mr. LaPointe, seconded by Mr. Hicks and adopted.

**CONSIDER PERSONNEL REQUESTS:**

**SHERIFF:**

- (2) Correction Officers – Backfill – Resignations - A motion to approve two backfills, Correction Officers, was moved by Mr. Suprenant, seconded by Mr. Hicks and adopted.
- New Correction Officers – Sheriff Murphy distributed and explained the attached handout, Jail Overtime Costs/Staffing Issues. The handout details the shifts and related overtime costs and shows the effect of adding these additional Correction Officer positions to the various shifts. The addition of these officers would reduce the overtime costs resulting in savings. He is requesting four (4) additional Correction Officers bringing the total to 57 and looking at filling the two vacant slots (out with long term injury/illness) upon retirements. Kevin suggested the next step will be hiring someone during the May to September time frame to fill in vacation slots. A motion to authorize six Correction Officers (4 new COs plus backfill 2COs on extended leave/retirements) was moved by Mr. LaPointe, seconded by Mr. Suprenant and adopted. Note: will require amending Staffing Pattern for new positions. The County Administrator asked when the Sheriff should report out on this proposal presented and approved and to what committee. Committee consensus was the Sheriff should report back to the Public Safety Committee in the September/October budget timeframe.
- Approval to Backfill Positions to his Staffing Level – A motion to allow the Sheriff to backfill Correction Officer and Deputy Sheriff positions in conjunction with the Personnel Director and Chairman of the Personnel Committee to his approved staffing pattern was moved by Mr. Hicks, seconded by Mr. Suprenant and adopted.

TREASURER:

- Principal Account Clerk – Backfill – Retirement - A motion to approve backfill, Principal Account Clerk, due to a retirement (Bookkeeper will be promoted to Principal Account Clerk) was moved by Mr. LaPointe, seconded by Mr. Hicks and adopted.

SOCIAL SERVICES:

- A motion to approve backfills, (2) Social Welfare Examiners, was moved by Mr. LaPointe, seconded by Mr. Suprenant and adopted.

PROBATION

- A motion to approve backfill, Probation Officer trainee due to a resignation, was moved by Mr. Suprenant, seconded by Mr. Hicks and adopted.

BUILDINGS AND GROUNDS – Personnel Director approved a temporary backfill in Buildings and Grounds.

DEPARTMENT HEAD EVALUATIONS – The Personnel Director has developed an evaluation schedule, four sessions. Chairman O'Brien stated the first step is to advise the Department Heads to prepare their goals and objectives (14 review and goals for 15) for submission to their oversight committees in February and start evaluations the first part of March.

COUNTY ADMINISTRATOR POSITION – The County Administrator prepared an informational packet of information for all Supervisors, on file. Timeline for filling this position attached. Ms. Idleman asked if there was any appetite to change from a two year to four year term. The County Attorney stated the term of appointment was changed due to a Comptroller's opinion. He also stated the minimum qualifications jumped out when he reviewed this information. The County Administrator stated the minimum qualifications for Superintendent of Public Works is a driver's license. Mr. Hicks suggested maybe look into making two positions: Administrator – who administrates and manages everything and Comptroller – budget person taking away the Budget Officer's responsibilities and give them to the Comptroller so a Supervisor is not the Budget Officer. Mr. O'Brien suggested making two positions within the County Administrator's Office to work together. He believes a Supervisor should still be the Budget Officer to oversee what is going on. The County Administrator stated the Board has never given him authority and he finds it surprising that they would give it to new person off the street. He does not see the Board giving anyone that authority. He described it as a mother may I type scenario. Kevin suggested talking to other County Administrators about what they do.

Qualifications: Chairman O'Brien suggested adding Finance and Accounting degrees to the job qualifications in Local Law 3. It was suggested to not limit the qualifications to specific degrees. The County Administrator is a non-competitive position and a candidate would have to meet the minimum qualifications. The current minimum requirements are rather high and very specific which will limit the number of candidates that can meet those qualifications. Need to evaluate the qualification that six years of full time experience in the field of Public Administration and comprehensive knowledge of the operations of County Government are required.

Chairman O'Brien stated the goal for today is to walk through the material provided, know what we are looking for, i.e. one or two positions, and come back next month and make the decision.

Kevin Hayes, County Administrator, suggested looking at the Civil Service requirements for School Business Manager and the salary for that position. Also look at the minimum qualifications for Comptroller, a position that has been mentioned.

Chairman Lindsay questioned if the duties of a Comptroller would interfere with the duties of the elected County Treasurer. Perhaps the title of Comptroller is not appropriate but some type of fiscal position. Funding for the two positions would come basically from the combination of the County Administrator salary (currently approx. \$77,000) and the amount paid for Budget Officer duties (approx. \$17,000). The County Administrator stated candidates need to know what they are applying for and the salary. Chairman O'Brien feels the County Administrator should have a good financial background.

Chairman O'Brien stated the concept of splitting the job up is not a bad idea but how it is broken up is a different story. Kevin stated hire someone and let them figure out what they want/need. Chairman O'Brien stated part of the Treasurer's position is actually being a Comptroller, that's part of the duties. The County Treasurer stated this new position is being called Comptroller but from what he is hearing that is not really the job title. What is being described is more of a financial planner/manager.

The County Administrator job description needs to be completed by March.

Discussed creating a Deputy County Administrator position for the candidate for County Administrator to fill while working with Kevin through the end of 2015. As of January 1, 2016, the County Administration Department would consist of the County Administrator (newly appointed person) and Secretary to the County Administrator unless a decision is made to keep a Deputy County Administrator slot and fund it but the salary would be lower than the salary established for the candidate shadowing the County Administrator.

Chairman O'Brien stated at the next meeting further discussion on the Deputy County Administrator position, defining it, and move forward from there. Also, review the job description for the County Administrator.

#### OTHER BUSINESS:

Kevin Hayes, County Administrator, asked if a salary study of department head positions should be done and is there any interest. Do we have a problem or not and do we want to fix it or not. No decision/action was taken.

The meeting adjourned at 3:06 P.M.

*Respectfully submitted,*

*Debra Prehoda, Clerk  
Washington County Board of Supervisors*